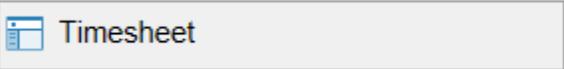
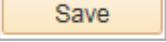


ESS User Preferences

Step	Action
1.	Click the User ID field. * User Id: <input type="text"/>
2.	Enter the employee ID into the User ID field. Enter a valid value, for example "999999".
3.	Click the Password field. * Password: <input type="text"/>
4.	Enter the desired information into the Password field. Enter a valid value, for example "abcd123\$".
5.	Click the Sign In button. 
6.	Click the Employee Self Service link. 
7.	Click the Time Reporting tile. 
8.	Click the Timesheet menu item. 
9.	In this example, there are no preferences currently set for this employee. The Timesheet is defaulting to Week and no Time Reporting Codes are prepopulated. The next steps demonstrate how to set up User Preferences. Note: Preferences that are set and saved override any defaults.

Step	Action
10.	Click the Home icon. 
11.	Click the Time Reporting tile. 
12.	Click the User Preferences menu item. 
13.	The Time Reporting Preferences page allows Users to change the Default Timesheet Display , and to set Preferences to prepopulate the Timesheet with TRCs and Combo Codes. In this example, Terence's Timesheet is being set from the system default of Weekly to Calendar Period and setting up Time Reporting Codes (TRC's) to default on his Timesheet.
14.	The TRC Presentation field defaults to Show CODE – Description and is not in use by the State of Delaware.
15.	The Time Prepopulation Method field allows for different methods of prepopulating a Timesheet with certain values.
16.	Click the Time Prepopulation Method list. 
17.	The three options for this field are: Prior Period - Not in use by the State of Delaware. Schedule Information - The employee's scheduled hours will prepopulate on the Timesheet . Task Values - The Task Value Defaults section becomes active to enter TRCs and Combo Codes to populate the Timesheet .
18.	In this example, Terence's preferences will be set up for Time Reporting Codes (TRC's) to prepopulate on his Timesheet. Task Values option is selected to be able to set up TRC's on the Task Reporting Elements tab.
19.	Click the Default Timesheet Display list. 
20.	The Default Timesheet Display field overrides any value previously entered in the View By field on the Timesheet . The field determines the time period displayed on the timesheet, the default is Weekly .

Step	Action
21.	<p>In this example, Terence's Default Timesheet Display preference is being changed to Time Reporting Period, which will default the Timesheet to Calendar Period.</p> <p>Click the Time Reporting Period list item.</p> 
22.	<p>The Start Day of Week field defaults to 7 - Sunday.</p>
23.	<p>The Taskgroup tab displays the Taskgroup and Taskgroup Description.</p> <p>Note: Do not change this field</p>
24.	<p>Click the Task Reporting Elements tab.</p> 
25.	<p>In this example, Time Reporting Codes are being entered so the TRCs will prepopulate into Terence's Timesheet.</p> <p>Note: Task Values in the Time Prepopulation Method field must be selected to be able to enter TRCs under the Task Reporting Elements tab.</p>
26.	<p>Click in the TRC field.</p> 
27.	<p>Enter the desired information into the TRC field.</p> <p>Enter a valid value, for example "ALT".</p>
28.	<p>Click the Add a new row button.</p> 
29.	<p>Click in the TRC field.</p> 
30.	<p>Enter the desired information into the TRC field.</p> <p>Enter a valid value, for example "REG".</p>
31.	<p>Click the Add a new row button.</p> 
32.	<p>Click in the TRC field.</p> 
33.	<p>Enter the desired information into the TRC field.</p> <p>Enter a valid value, for example "SLT".</p>
34.	<p>Click the Save button.</p> 
35.	<p>To view Terence's new preferences, navigate back to the Timesheet.</p>

Step	Action
36.	Click the Timesheet menu item. 
37.	Notice the Timesheet now displays the View By as Calendar Period and the Time Reporting Codes are prepopulated.
38.	Congratulations! You are now able to: <ul style="list-style-type: none">- Navigate to the User Preferences page.- Apply user preferences to the Timesheet. End of Procedure.